

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 5/23/2014

CUNY INSTITUTE FOR IRISH-AMERICAN STUDIES

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
IAI-1	Brochures/Flyers	Printed materials distributed by department on special programs and other general information about department	While Needed	General 11[11] b
IAI-2	Special Events	Official copy of any program or promotional literature	Permanent	General 38[69] a
		Routine event planning records, including but not limited to venue reservations, food orders, AV equipment, correspondence, and any other background materials and supporting documentation	6 years	General 38[69] b
IAI-3	Photographs/ Videos/ Clippings	Media clippings, photographs or other visual media records created or collected by the department that are not part of an item listed elsewhere in this Schedule	While Needed, <i>but consideration should be made for archival value</i>	General 39[736]
IAI-4	Publications	Publications and other materials collected by the department that are not part of an item listed elsewhere in this Schedule, and are not created by or for the department	While Needed, <i>but consideration should be made for archival value</i>	General 40[735]

This Schedule lists records whose OFFICIAL copies are kept in your department. DUPLICATE copies of records whose official copies are kept elsewhere are not listed. DUPLICATE copies should be destroyed as soon as no longer needed.

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IAI-5	Donor (and Prospective Donor) Information Records	Records containing information on individuals, organizations, institutions, foundations, or corporations	While Needed	Development 1[78]
IAI-6	Records of Gifts Received- <i>Record of gifts and bequests to the College, including copy of will, copies of deeds, maps and surveys (if applicable), gift agreements, contracts, and any other records of establishment of and use of monies generated by trust fund or endowment</i>	When trust fund or endowment is involved	Permanent	Development 2[283] a
		For gift of work of art, historical or other artifact, or historical manuscript	Permanent	Development 2[283] b
		For gift or bequest not covered in "a" or "b", or by note to the left	6 years	Development 2[283] c
IAI-7	Fiscal Records	Fiscal registers listing cash and/or check transactions	6 years after last entry	Fiscal 3[201], 4[202], and 5[203]

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